

Train-the-Trainer 2004 Conference Registration

Silver Legacy Resort, Reno, NV

23 February 2004 pre-conference session for **new sites**
24-26 February 2004 Train-the-Trainer Conference

The National Training Conference will be held at the Silver Legacy Resort in Reno, NV. **Each conference attendee must make his/her own room reservation.** You will be required to pay for your room and all taxes. We will reimburse you upon liquidation of your travel claim. You will be required to provide a credit card when you make your reservation. To make reservations call 1-800/687-8733 or go to www.silverlegacy.com and click on Online Reservations in the upper left hand corner of the marquee. **You must indicate you are attending the Drug Education For Youth (DEFY) conference or give group code DEFY to obtain the conference rate of \$42/night. A one-time \$75 conference fee will be applied to your room. Deadline for reservations is January 16, 2004.** Complete this form and submit it to the DEFY Program Office by faxing the form to 202/433-3408, DSN 288-3408 or e-mailing it to lloyd.wallace@hq.navy.mil. DEFY headquarters will be issuing all orders, liquidating travel claims and making flight reservations. Rental cars are not authorized. DEFY will only reimburse lodging for 4 nights unless previously authorized.

Name: _____ Attended 2003 Conf: Yes / No

Rate/Rank First Name MI Last Name

DEFY Site: _____ DEFY Position: _____ *

Commanding Officer: _____

Rank First Name MI Last Name

Commanding Officer's Email Address: _____

Command Address: _____

Command SHIPPING Address (FedEx or UPS standard – can be obtained from Supply Dept)

Commercial Office Telephone: _____ DSN: _____

Commercial Office Fax: _____ DSN: _____

Duty Office (24-hour) Telephone: _____ DSN: _____

Office e-mail: _____

For First-Time DEFY Site Personnel:

Polo shirt size: S M L XL XXL XXXL

Comptroller Information

Comptroller Name: _____

Comptroller Commercial Telephone: _____ DSN _____

Comptroller Commercial Fax: _____ DSN: _____

Comptroller Office e-mail: _____

Conference Breakout Sessions

The following table provides a list of Breakout Sessions with the day listed at the top. You have a choice of three possible topics for each block on each day. Please mark the specific breakout sessions that you would like to attend by marking next to the title. **You can only select one for each breakout block for each day.** This is not binding, but will give us an indication of attendance so we can book an appropriately sized room. Tuesday will be general session all day. On Wednesday, the service specific breakouts are mandatory.

	Wednesday 25 Feb	Thursday 26 Feb
Breakout 1	___ Navy Fiscal (Part I)	___ Recognizing and Handling Suspected Child Abuse
	___ USAF Fiscal (Part I)	___ Protecting the Youth on and off base
	___ Curriculum – Build-ups & Put-downs	___ Curriculum – Relationships
Breakout 2	___ Navy Forms & Reports	___ DEFY Time Management
	___ USAF Forms & Reports	___ “Bag of Tricks”
	___ Curriculum – Solving Conflicts	___ Curriculum – Self Esteem
Breakout 3	___ Navy Travel Claim Liquidation	___ The Program Coordinator’s checklist
	___ USAF Forms and Reports (Part II)	___ Curriculum – Conflict Resolution
	___ Reserve Generation Concert	___ “Bag of Tricks”
Breakout 4	___ Ages & Stages – Communicating with Youth	
	___ Program Changes	
	___ Curriculum – Landing Zone Set-up	
Breakout 5	___ Reserve Generation Concert	
	___ Mentoring	
	___ Curriculum – Landing Zone Exercise	
Breakout 6	___ Program Management & Deadlines	
	___ Running a Youth Training Session	
	___ Selling the Program	
Breakout 7	___ Health & Safety	
	___ Camp Order & Discipline	
	___ Curriculum – The Lowdown on Marijuana and Inhalants	

Travel Preferences

Preferred departure airport from Home: _____

Preferred depart home time: _____

Preferred return home time: _____

After Hours Activities

- ___ Comedy Club
- ___ Tram and Ice Skating at High Camp, Squaw Valley
- ___ Walley Hot Springs and Spa
- ___ Squaw Valley Night Skiing
- ___ Virginia City Evening and Dinner
- ___ DEFY Dining-In (black tie)

* Please note that if you identified yourself as Program Coordinator, unless you state otherwise, your contact information will be used for our website.